



Sam Davis Home and Museum

Rental Policies:

The Sam Davis Home welcomes your interest in renting our site for your event. The rental pertains only to the use of the selected buildings and outside grounds of the plantation. However, rental of the Creek House allows the rental parties to use the designated tables and chairs only inside the Creek House and on the Creek House deck.

Due to the historical nature of our property, the following guidelines must be followed. Please read carefully and initial at the bottom of each page.

The Sam Davis Home requires at least one staff member to be present throughout the duration of any scheduled rental event. Sam Davis Home staff members are neither expected nor required to assist in an event including any set-up and/or clean-up. The renter should secure enough volunteers for the entire event needs.

By hosting or participating in an event on the Sam Davis Home property, you and your guests have given permission for any photographs or videos taken to be used in Sam Davis Home publications.

The expected number of guests is important for the reason that not all packages can accommodate a large number of guests. The expected number of guests invited is required upon reserving the date.

Smoking is prohibited in and around all Sam Davis Home buildings. This includes the Veranda of the Visitor Center and the deck of the Creek House. Smoking is allowed ONLY at the stone picnic tables outside the Creek House and on the gravel driveway at least fifteen feet from the Visitor Center. All rental parties must supply ash trays for their guests. The ashes and butts must be removed from the property at the end of the event.

Depending on the number of expected guests (over 250), the Sam Davis Home might require the rental of additional restrooms (i.e. portalets). This will be discussed during your initial appointment or if your number of expected guests increases prior to you event.

Bridal Room/Dressing Area

The Sam Davis Home does not provide a Bridal Room; however, the Creek House may be used as such when included in the rental package. During business hours, the Visitor Center restrooms are not to be used as a changing room or for party preparation. These are public restrooms open for visitors of the Sam Davis Home.

Rental Time

Please consider when scheduling your event that the rental includes the times for set-up, the event itself, and clean-up. Rentals can be made for all day, however, there are a few time constraints (please see Set-up and Clean-up in this section). All events are welcome to begin after the visitor hours, when the property is closed to the public. Wedding ceremonies or wedding receptions during the months of June, July, and August should be

scheduled to begin at 5 pm or later. Weddings ceremonies or wedding receptions during the months of September through May should be scheduled to begin at 4 pm or later. All event participants must vacate the property by 11 pm. The Sam Davis Home recommends that your event ends at 10 pm to allow you one full hour to clean-up.

Set-up

Set-up is the sole responsibility of the renter and must not interfere with any public activity or other rental at the site. Rental of the Sam Davis Home property includes the hours specified in the rental package. Set-up must be made on the day of the event unless prior arrangements are made with the SDH Event Coordinator. Additional charges may be incurred for any set-up the day before a scheduled event.

Set-up may begin as early as 10 am on the day of the event. However, set-up in pathways open during Visitor Hours is prohibited until 3 pm on day of event. Such areas include: pathways to and from the Visitor Center entrance, the Office building back door, the Lobby of the Visitor Center, the parking lot, any and all paved drives, mulch, gravel, or brick paths. Set-up in front of the main historic house is prohibited until 3 pm on the day of the event due to the nature of the historic site tours offered to the public.

Deliveries to the Sam Davis Home must be made when the renter or an appointed member of the rental party is present to sign for delivery items, as well as count the items at the end of the event to verify all are accounted for during time of pick-up. The SDH Event Coordinator will be happy to supply the renter with a layout of the property locations used for the event date. This layout should be filled out for the entire event set-up. Please return a copy of this layout to be added to the contract.

Delivery and pick-up of all rental equipment must be arranged with the SDH Event Coordinator and noted on the contract at least fourteen days prior to the event date. The Sam Davis Home will not be responsible for additional fees incurred due to deliveries attempted before the approved set-up time. The Sam Davis Home reserves the right to refuse deliveries or to charge a \$25 delivery fee per occurrence of deliveries made outside of the approved set-up time.

With approval from the SDH Event Coordinator, tents may be set up the day before the event between 3:00 and 5:00 p.m. if no other event is scheduled. Event equipment, such as tables, chairs, and linens, may be delivered the day before the event also with prior consent of the SDH Event Coordinator. These items may not be set-up until the day of the rental. Sam Davis Home is not responsible for protection or storage of outside rental items, however, space for storage is offered so long as it does not conflict with another event.

Clean-up

The Sam Davis Home will have the area cleaned prior to the event and the renter is responsible for returning the grounds and facility to the condition in which they were found. The cleaning guidelines attached to the contract apply in their entirety to the renter, and a portion or all of the security/damage deposit will be withheld at the sole discretion of the Sam Davis Home if guidelines are not fully and accurately followed. The renter who signs the contract is deemed responsible for all contractual obligations and policies. The renter may choose to place another company or individual in charge of set-up, clean-up, and/or any duration of the event, however, the renter will still be deemed responsible for all contractual policies. We recommend the renter express the policies of the contract to all involved with the event to limit anything that might break the agreement.

It is recommended that your event end at least one hour before the rental time expires at 11 pm to allow ample time for clean-up. All trash from the event must be collected by the rental party or event personnel and placed in the blue dumpster off the main Visitor Parking lot. If the dumpster is full, the remaining trash from your event must be removed from the property. All event activity and clean-up must be completed by 11 pm. This includes the departure of all event personnel, rental party, and renter from the plantation. Departure after 11 pm will result in a \$50 fine for every additional half hour. Departure after 12 midnight will result in the renter being fined \$25 per minute.

Rehearsals

All events including a wedding ceremony will be offered a one hour complimentary rehearsal the day before the event date, unless otherwise scheduled. Rehearsal may be scheduled with the Event Coordinator 30 days before the event. The one hour rehearsal may take place from 4 – 5 pm or 5 – 6 pm. Any rehearsal after 6 pm and/or guests remaining on the property longer than the allotted hour will result in a \$50 fine to the renter.

Bridal Portraits and Engagement Photography:

All bridal packages including a wedding ceremony and/or a wedding reception will not be charged an additional fee for photography. Photography shoots may be scheduled for a time frame of 9 am until 5 pm prior to and on the date of the event rental. All scheduling must be done at least 14 days before the photography shoot, as Sam Davis Home may have other events scheduled that might conflict with photography arrangements. All scheduling must be done through the SDH Event Coordinator. No photography is allowed inside the historic buildings. Photography shoots prior to the event rental date may book the Creek House as a dressing area and/or for photography indoors. The Creek House rents for \$40 per hour.

Decorations

Any decorations needing to be attached to any location either inside or outside need to be fastened only with rubber coated wire, string, or floss. Nails, staples, tape, and/or use of tacks are strictly prohibited at the Sam Davis Home. Please ask permission before hanging anything in the historic yard. The window sills and second story balcony are not to be used for decorations. Decorations may be placed on the front porch with approval from the SDH Event Coordinator. Any existing decorations are not to be removed without written consent of the Sam Davis Home and, if approved, will be removed only by a member of the SDH staff. With prior approval of the SDH Event Coordinator, the gas fireplace within the Creek House may be turned on for an event by a member of the SDH staff only.

Confetti, birdseed, and/or rice are not allowed on any portion of the Sam Davis Home property. Only real flower petals and/or bubbles may be used for wedding ceremonies. Please contact the SDH Event Coordinator if interested in using sparklers or fake flower petals for your wedding or reception.

No trees, plants, or flowers on the Sam Davis Home site may be cut or removed for the event. Candles and lanterns are allowed when enclosed in a votive holder, hurricane lamp, or other enclosure protecting the open flame. All candles must be placed a reasonable distance from anything flammable. More strict rules for candle usage may be applied in the event of a drought. Any propane heaters used in conjunction with a tent must be placed a safe distance from tent sides. Any electrical work must be done by an approved contractor who has supplied the Sam Davis Home with an appropriate Certificate of Liability Insurance.

Carriage Rentals

Carriage Rentals are allowed as long as the following agreements are met. The horse and carriage must load guests on the Sam Davis Home property. No carriage is allowed on the city street without written approval from the Town of Smyrna Chief of Police with a copy provided to the SDH Event Coordinator. The carriage is welcome to drive any gravel or paved roadway on the property. The carriage operator must remain with the carriage and the animal(s) at all times. None of the Sam Davis Home plants, flowers, and/or trees may be consumed by the animal(s) at any time. All carriage animal(s) must wear a tail bag which then must be removed with all of its contents from the property after the event.

Parking

Parking is allowed in the parking lot and, weather permitting, in the overflow lot and event field. The overflow lot and parking lot can accommodate up to 150 vehicles. If the event is believed to bring in more than 150 vehicles, arrangements for parking in the event field must be arranged in advance. Events with more than 150 vehicles must use a valet parking service.

Catering

The Sam Davis Home does not provide catering services and therefore allows any catering service to serve food chosen by the renter. However, there are specific guidelines that first must be met. Caterers must provide a Certificate of Liability Insurance naming the Sam Davis Home as additionally insured for a minimum of \$1,000,000.00 for each occurrence. This certificate is required at least thirty days before the scheduled event.

The rental parties may chose to provide food without the services of a caterer. The Creek House offers a kitchen with a microwave, stove, refrigerator, and coffee pot. The Visitor Center offers a kitchenette with a refrigerator, sink, microwave, and coffee pot. Either a full kitchen or kitchenette is available. Neither a dishwasher nor an ice machine maker is located on the plantation. A grocery store is located one block from the front gates.

By signing this contract, the renter releases the Sam Davis Home, and all affiliates from any negligence due to food or drink preparations and products.

Grilling

Grilling is allowed with prior approval from the SDH Event Coordinator. Grills may be set-up on the gravel drive of the Visitor Center at least fifteen feet from the edge of the building or in either the parking lot or stone picnic tables by the Creek House.

Alcoholic Beverages

Alcoholic beverages may be served to adults twenty-one or over by a licensed bartender, including the champagne toast. The alcohol must be limited to wine, champagne, and/or beer. Alcoholic beverages MAY NOT be sold at any event on the Sam Davis Home property. The Sam Davis Home must be provided with a copy of licensed bartender's ABC (Alcoholic Beverage Commission) card no later than 14 days before the event. The Sam Davis Home reserves the right to involve the Town of Smyrna Police Department in any situation involving unruly behavior by any guest or member of the event rental party, including any guests deemed to have had too much alcohol.

Inclement Weather

If there is a threat of inclement weather, the renter may choose to move his or her event to a covered and/or indoor location. The SDH Event Coordinator must be notified of the change at least 48 hours before the event in order to schedule proper staff during and proper cleaning before the event. However, due to the lack of indoor space, we encourage all parties to have a tent with siding on reserve with their rental company. No refunds will be made for events canceled due to inclement weather (please see "Cancellations" for more details).

How to Secure Your Date

Dates are offered on a first come, first serve basis. If interest is expressed in a specific date by a party, a seven day hold will be placed on the date without a deposit. Following the seven days, the security deposit and signed contract will be needed to secure the date. If these items are not met by the expected time, the event date will be placed on the availability list.

Security Deposit

A Security Deposit is required with every rental package to cover the cost of repair for damages, cleaning fees, and/or staff over-time following your event rental. The Security Deposit is not a partial rental payment, but a separate fee entirely. The deposit will be refunded after the event, provided there is no damage to the property and the rental party followed all the terms of the signed contract. Please allow approximately 30 working days for the return of the deposit.

Payment of Rental Fee

Rental payments may be made by cash, check, Visa, and/or MasterCard. The Sam Davis Home does not accept American Express or Discover card. One half of the rental fee is due six months prior to the event date. The remaining balance is due no later than 30 days before the event date. Payment must be received before any set-up is allowed.

Cancellations

All cancellations must be submitted in writing and signed by the renter who originally signed the contract. If cancellation of an event is made three months or more prior to the event date, the security deposit and rental payment will be returned. If cancellation of an event is made less than three months prior to the event, only the rental payment will be returned.

Damage to the Property

Renters of the Sam Davis Home are liable for any damages to the property, buildings, furnishings, equipment, and grounds. Any damages or additional fees following your event will be paid for with the security deposit. If the amount totals higher than the security deposit, the renter who signed the contract will be billed for the remaining balance.